

## I. INTRODUCTION

### A. PURPOSE OF THIS MANUAL

The, Surveillance and Health Data Branch, Division of Epidemiology and Health Planning Department for Public Health (DPH), is the organizational unit charged with the responsibility of executing the statutory mandates regarding the reporting, surveillance and control of communicable diseases. These responsibilities are accomplished through the cooperative efforts of hospital infection control personnel, physicians, local health departments (LHD), the Kentucky Division of Laboratory Services (KDLS) and other health care providers.

Disease follow-up investigation forms are included in this manual and are a valuable tool for the investigator to interview a case or suspect case of disease. The follow-up investigation form outlines a minimum of demographic, clinical, epidemiologic and laboratory information needed to begin assessing public health implications of the case. Each follow-up report form provides a framework to determine the epidemiologic circumstances of the illness. Some follow-up forms have worksheets available to better assist the investigator.

All communicable disease case reports should be followed up for the purposes of prevention and control in a manner consistent with those methods listed in the current edition of *Control of Communicable Diseases Manual*, Chin, James, (ed), Washington, D.C.

The purpose of this manual is to provide a comprehensive resource document to assist local health departments and other health care providers in clarifying their responsibilities for disease reporting, epidemiologic surveillance and outbreak investigations. The manual should answer most of the procedural questions related to these activities. Questions beyond the scope of the desk reference should be directed to the attention of the State Epidemiologist or the Surveillance and Health Data Branch staff.

### B. DEFINITION OF TERMS

1. **Cabinet** - is the Cabinet for Health Services (CHS).
2. **Case** - is an illness or condition determined to be a reportable disease or condition on the basis of clinical or laboratory criteria or both, often required to meet the Centers for Disease Control and Prevention (CDC) case definitions for public health surveillance.
3. **Commissioner** has the meaning prescribed in Kentucky Revised Statutes KRS 12.010 and KRS 12.040, and applies to the person as appointed by the Secretary.
4. **Date of Onset** - is the day on which a case or suspected case experienced the first sign or symptom of a communicable disease.

5. **Department** - is the Department for Public Health (DPH).
6. **Division of Epidemiology and Health Planning (DEHP)** – the division in the Department that includes the following branches: Communicable Disease, Surveillance and Health Data, Health Policy Development, HIV - AIDS and Vital Statistics. It is responsible for responding to and consulting about reports of communicable diseases.
7. **Follow-up investigation** - is the inquiry made by the LHD into the cause of illness in a particular case or cases and the preventive and control measures taken as a result of that inquiry.
8. **Follow-up report form** - is the form provided by the DPH and completed by the LHD subsequent to the follow - up investigation.
9. **Food handler** - is a person who handles food utensils or who prepares, processes, or serves food or beverages for people other than members of his or her immediate household.
10. **Health care facility** - is a hospital, nursing home, home health agency or a provider of outpatient health care.
11. **Kentucky Reportable Disease Form (EPID 200 Rev. Jan/03)** - is the form provided by the Department for Public Health for the purpose of reporting reportable diseases to the LHD. The report form is referred to as “report form” or “case report” form or “EPID 200”.
12. **Laboratory** - is any facility licensed by the Cabinet under Kentucky Revised Statute 333.130.
13. **Local Health Department (LHD)** - is the local county office serving the jurisdiction in which the patient lives.
14. **Outbreak** - is the occurrence of cases of a communicable disease in a particular area and period of time, which is in excess of the expected number of cases.
15. **Report Form** -- See **Kentucky Reportable Disease Form**.
16. **Reporting** - is the act of notifying the LHD a communicable disease has occurred by a health care provider (physician, infection control, etc.)
17. **Secretary** - is the Secretary of the Cabinet for Health Services.

18. **Sexually Transmitted Diseases (STD)** – STDs reportable by statute are chancroid, chlamydia trachomatis, gonorrhea, syphilis, HIV and AIDS. STDs recommended but not legally required to be reported are genital herpes, genital warts, granuloma inguinale, and lymphogranuloma venereum.
19. **State Epidemiologist** - is the person designated by the Secretary of CHS as the person in charge of communicable disease control for the state.
20. **Surveillance** - is the systematic collection, reviewing, analysis, interpretation and dissemination of data regarding health conditions and events, for the purpose of promoting action to prevent diseases and injuries and to promote public health.
21. **Suspected case** - means a person thought to have a particular communicable disease on the basis of clinical or laboratory criteria or both.

### **C. MAJOR STATUTES OR REGULATIONS APPLICABLE TO COMMUNICABLE DISEASE**

#### **Kentucky Revised Statutes**

KRS:211.090---Powers and duties of the Secretary.

KRS:211.180---Functions of cabinet in the regulation of certain health matters.

KRS:211.220---Powers of cabinet personnel in the conduct of investigations.

KRS:214.010---Physicians and heads of families to report diseases to local board of health.

KRS:216B ---Licensure and regulation of health facilities and services.

KRS:258.065---Physicians to report persons bitten by dogs and other animals.

KRS:333.130---Reports of laboratories as to test results.

Health professionals licensed under the following statutes are subject to the notification guidelines in 902 KAR 2:020.

KRS:311---Physicians, Osteopaths and Podiatrists

KRS:312---Chiropractors

KRS:313---Dentists and Dental Specialists

KRS:314---Registered Nurses and Practical Nurses

KRS:321---Veterinarians

#### **Kentucky Administrative Regulations**

902 KAR 2:020---Disease Surveillance

902 KAR 2:065---Immunization requirements for long term care facilities.

**Web site to access statutes and regulations:** [www.lrc.state.ky.us/legresou/legres2.htm](http://www.lrc.state.ky.us/legresou/legres2.htm)